

POSITION TITLE: LIEUTENANT OF CORRECTIONAL OFFICERS –
 Security Threat Group

DEPARTMENT: Security Threat Group Management Office

CERTIFICATION: I certify that, to my knowledge, this is an accurate and complete description of the essential functions and the conditions required for this position.

POSITION #: 033324

Performs complex supervisory work in the care and custody of inmates. Work involves scheduling, training, and supervising staff; maintaining order and discipline among inmates; and supervising the work of others. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

- A. Reviews and assists in evaluating packets to identify and validate security threat group (STG) members; conducts interviews with STG members; and compiles STG data acquired from reviewing packets on various resources to include the Texas Anti-Gang Information Tracking (TAGIT) System.
- B. Serves as liaison to STG staff and other state agencies; conducts training for various agencies, groups, and staff regarding STGs; and conducts reviews and audits of STG office to determine compliance with STG policies and procedures.
- C. Supervises the preparation and maintenance of records, forms, and reports; and assists in formulating security and work procedures for STG staff.
- D. Responds to emergency situations regarding the STG program; supervises searches of inmates, their living quarters, and work area for contraband; and testifies in various hearings on STG related matters involving TDCJ inmates and activities within the agency.
- E. Supervises the work of others; and provides technical assistance in the program area.
- * Performs a variety of marginal duties not listed, to be determined and assigned as needed.

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
JOB DESCRIPTION**

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SALARY GROUP: B19

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III. MINIMUM QUALIFICATIONS

A. Education, Experience, and Training

1. Graduation from an accredited senior high school or equivalent or GED.
2. Three years full-time, wage-earning correctional custody or law enforcement experience to include one year in the supervision of employees. Operational Review Sergeant, Security Threat Group Sergeant or Safe Prisons experience may be substituted for supervisory experience for a maximum substitution of one year. Thirty semester hours with a minimum of six semester hours in Criminal Justice from a college or university accredited by an organization recognized by the Council for Higher Education Accreditation (CHEA) or by the United States Department of Education (USDE) may be substituted for one year of non-supervisory experience for a maximum substitution of one year.
3. One year full-time, wage-earning security threat group or safe prisons experience.

B. Knowledge and Skills

1. Knowledge of the overall operation of correctional facilities.
2. Knowledge of correctional methods, techniques, practices, and procedures.
3. Knowledge of security threat groups and their operations.
4. Knowledge of agency and departmental organizational structure, policies, procedures, rules, and regulations preferred.
5. Skill to communicate ideas and instructions clearly and concisely.
6. Skill to coordinate with other staff, departments, officials, agencies, organizations, and the public.
7. Skill to interpret and apply rules, regulations, policies, and procedures.
8. Skill in the use of computers and related equipment in a stand-alone or local area network environment.
9. Skill to prepare and maintain accurate records, files, and reports.
10. Skill in the supervision of employees and inmates.

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IV. ADDITIONAL REQUIREMENTS WITH OR WITHOUT REASONABLE ACCOMMODATION

- A. Ability to walk, stand, sit, kneel, push, stoop, crawl, twist, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs, steps, and ladders, identify colors, hear with aid, see, write, count, read, speak, analyze, alphabetize, lift and carry 45 lbs. and over, perceive depth, operate a motor vehicle, operate motor equipment, perform tactile discernment, and restrain assaultive persons.
- B. Conditions include working inside and outside, working around machines with moving parts and moving objects, radiant and electrical energy, working closely with others, working alone, working protracted or irregular hours, excessive heat, cold, humidity, dampness and chill, dry atmosphere, excessive or intermittent noise, constant noise, dust, fumes, smoke, gases, grease, oils, slippery or uneven walking surfaces, working at heights, working on ladders or scaffolding, using chemical agents, and traveling by car, van, bus, and airplane.
- C. Equipment (machines, tools, devices) used in performing only the essential functions may include computer and related equipment, calculator, copier, fax machine, telephone, radio, firearms, handcuffs, waist and leg restraints, turn cranks on manual doors, tear gas canisters and weapons, various locking systems, tractor, trailer, dolly, and automobile.